

**An Extension 4-H Program Coordinator position with the CYI Institute has been posted. This position is located in Kalamazoo County; the area of responsibility includes expanding the reach and effectiveness of local 4-H Youth Development Programming in Kalamazoo County, with a particular focus on the city of Kalamazoo, the city of Parchment and the Comstock area. The posting may be found at [www.jobs.msu.edu](http://www.jobs.msu.edu) under the MSU Extension link, posting #2972.**

**POSITION:** Extension 4-H Program Coordinator

**WORK LOCATION:** Kalamazoo MSU Extension, 3299 Gull Road, Wing 2, 4<sup>th</sup> Floor, Rm. 410, Kalamazoo MI 49048

**EMPLOYMENT STATUS:** 100 % / 40 Hours per Week

**APPLICATION DEADLINE:** 04/12/2016

**STARTING PAY RATE:** \$ 30,635

**MINIMUM REQUIREMENTS:** Bachelor's Degree; at least two years of work experience in a youth development program (such as 4-H); ability to work effectively with diverse audiences; organizational skills; proficient computer operation skills (Microsoft Word, Excel, PowerPoint, etc.); and effective verbal and written communication skills. A combination of education and specific, relevant experience may be considered in lieu of degree. Travel in local and surrounding communities and occasional long distance travel is required as a regular part of this position. Carrying of educational materials, equipment, etc. up to 25lbs.

**DESIRED QUALIFICATIONS:** Experience in volunteer management; knowledge of Experiential Learning Process, youth asset development, and Positive Youth Development Practices; training or teaching skills; experience working with non-profit organizations; and familiarity with basic evaluation methods for educational programs.

**JOB SUMMARY:** Responsible for expanding the reach and effectiveness of local 4-H Youth Development Program in Kalamazoo County, with a particular focus on the City of Kalamazoo, the City of Parchment, and Comstock area, to create programs in non-traditional settings such as community centers, schools and short-term special interest groups. Key tasks include recruitment, selection, training and support of 4-H program volunteers; analysis of perceived youth development needs in the community; creation of strategies to address those needs and encourage the participation of underserved populations in 4-H Youth Development activities; implementation of diversity and affirmative action principles in programs and activities; expansion of 4-H Club participation through strategic partnerships with community-based organizations; serve on and attend various 4-H program committee and council meetings; establishment, maintenance and support of volunteer-driven task forces and committees; and evaluation of the effectiveness of select Youth Development initiatives.

**APPLICATION PROCEDURE:** For additional information and to apply for this position visit the Michigan State University Applicant Page at [www.jobs.msu.edu](http://www.jobs.msu.edu), and search for posting #2972.

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